



STATE OF TENNESSEE
DEPARTMENT OF GENERAL SERVICES

REQUEST FOR PROPOSALS # 13-10-904
AMENDMENT # THREE
FOR OFFICE SPACE IN MEMPHIS, SHELBY COUNTY,
TENNESSEE

DATE: November 21, 2014

RFP # 1310904 IS AMENDED AS FOLLOWS:

1. This RFP Schedule of Events updates and confirms scheduled RFP dates.

EVENT	TIME (central time zone)	DATE (all dates are state business days)
1. RFP Advertised		11/10/2014
2. Disability Accommodation Request Deadline		11/12/2014
3. Pre-proposal Conference	11:00 a.m.	11/13/2014
4. Notice of Intent to Propose		11/14/2014
5. Written "Questions & Comments" Deadline		11/14/2014
6. State Response to Written "Questions & Comments"		11/20/2014
7. Proposal Deadline	2:00 p.m.	11/25/2014
8. State Completion of Qualitative Proposal Evaluations		12/4/2014
9. State Opening of Cost Proposals		12/5/2014
10. State Completion of Cost Proposal Evaluations		12/15/2014
11. State Completion of Negotiations and Negotiated Cost Proposal Evaluations		1/8/2015
12. State Notice of Intent to Award Issued and RFP Files Opened for Public Inspection		1/9/2015
13. Executive Sub Committee of the State Building Commission Approval Sought (If lease term is greater than 5 years or annual rent is greater than \$150,000)		1/20/2015
14. Lease is circulated to successful Proposer for signature		1/28/2015
15. Lease Signature Deadline		2/5/2015
16. Delivery Date for Construction		4/1/2015
17. Substantial Completion Date		8/1/2015

18. Certificate of Occupancy Date		8/1/2015
19. Lease Commencement/Occupancy Date		9/1/2015

2. Delete RFP Attachment 6.3 (Cost Proposal) and insert the following in its place:

RFP ATTACHMENT 6.3.

COST PROPOSAL - The Proposer must address all items detailed below and provide, in sequence, the information as requested (referenced with the associated item references). The responses to RFP Attachment 6.3. will be analyzed to establish the net present value of the effective annual cost. The Cost Proposal shall remain valid for at least 120 days subsequent to the date of the Cost Proposal opening and thereafter in accordance with any contract resulting from this RFP. All monetary amounts shall be in U.S. currency.

PROPOSER LEGAL ENTITY NAME:	
PROPOSED BUILDING ADDRESS:	
PROPOSER SIGNATURE:	
PRINTED NAME & TITLE:	
DATE:	

Section A:

Note: Proposer must answer each question as set forth in this section. Any blank spaces shall be considered as giving the State the right to provide an estimate for the associated costs.

A. **INITIAL TERM:** Please describe the Lease term that your proposal is based upon:

B. **Delivery Date:** Please indicate the date you anticipate being able to deliver the Premises to the State in the condition specified in RFP Attachment 6.3.B. (collectively, the "Landlord's Delivery Requirements").

C. **Landlord's Delivery Requirements:** To the extent that Proposer does not anticipate that the Premises will delivered in accordance with Landlord's Delivery Requirements, then any such deficiencies should be noted in a red-line of RFP Attachment 6.3. The State reserves the right to accept such deficiencies as-is but shall take into account, during its evaluation of the Cost Proposal(s) any additional cost incurred by the State as a result of such deficiencies.

D. **Tenant Improvement Construction:** The State may negotiate with the successful Proposer certain changes to be made to the Premises at Landlord's expense to better accommodate the specific State agency that will occupy the Premises (the "Tenant Improvements"). Please indicate your acceptance of this provision or indicate any differences below:

- E. **Operating Expenses:** The State will pay its proportionate share of increases in Operating Expenses over a base, which shall be the actual Operating Expenses incurred in the 2015 calendar year. RFP Attachment 6.3.A., Building Operating Cost, describes the permitted pass through of increases in operating expenses.

Please indicate your acceptance of this provision below or indicate any differences by submitting a red-line of RFP Attachment 6.3.A., Building Operating Cost.

Further, please provide the actual operating expense history per square foot for the three years described below:

	Previous Year Actual	Current Year Projected	Base Year Estimate
General and Administrative Expense			
Management Fee			
Advertising and Promotion			
Repair and Maintenance			
Utilities			
Supplies			
Janitorial Service			
Security			
Elevator			
Taxes			
Insurance			
Salaries			
Other			
Total Expense Estimate			
Total Building Rentable Square Feet			
Yearly% Occupancy Average			
Total Expense Grossed Up to 95% Occupancy			

F. **Financial Interest Parties:** As required by T.C.A. Section 12-2-114, the names of any and all persons financially interested in the Lease are as follows:

Name _____

Telephone Number _____

Address _____

Name _____

Telephone Number _____

Address _____

Name _____

Telephone Number _____

Address _____

Name _____

Telephone Number _____

Address _____

Name _____

Telephone Number _____

Address _____

PLEASE NOTE: THIS SECTION MUST BE COMPLETED.

PROPOSER LEGAL ENTITY NAME:

PROPOSED BUILDING ADDRESS:

Section B:

Note: Proposer must answer each question as set forth in this section. Any blank spaces shall be considered as giving the State the right to provide an estimate for the associated costs.

1. Premises

(See RFP Section 1.2.2.)

This Lease Proposal is based on the following areas within the building described above:

Location (Floor)	Size/Floor		Loss Factor, if applicable (difference between usable and rentable square feet)	
	USF	RSF	Single Tenant	Multi-Tenant
Total				

- 2. Rental Rate:** Please use the table below to propose your rental rate(s). The State desires to have a full service rental rate with no pass through of operating expenses in the first year of the term. Any base rental rate escalations should be fixed escalations rather than indexed escalations. Please quote all rental rates on a per rentable square foot basis. Any adjustments to the base rental rates (such as free rent) should be reflected in the table.

The "Requested Proposal Rental Rates" shall include the Termination Options as described below. Proposers are free to propose alternative Termination Options and "Alternative Proposal Rental Rates" for those Options as well.

TERMINATION FOR CONVENIENCE. Tenant may terminate the Lease at any time by giving written notice to Landlord at least 90 days prior to the date the termination becomes effective.

TERMINATION FOR CAUSE. Tenant may in its sole discretion terminate this Lease at any time for any of the following causes: (a) Landlord's failure to disclose any conflict or potential conflict of interest existing at the date of this Lease or hereafter created; (b) termination or consolidation of Tenant's operations or programs housed in the Leased Premises because of loss of funding; (c) lack of funding by the appropriate Legislative Body for obligations required of Tenant under this Lease; (d) misrepresentations contained in the response to the request for proposal or committed during the negotiation, execution or term of this Lease; (e) failure to comply with the assertions and promises set forth in the response to the request for proposals; (f) the availability of space in Tenant-owned property, (g) any default by Landlord which is not adequately remedied in accordance with Section 8 hereof. Notwithstanding the foregoing, all terms and

PROPOSER LEGAL ENTITY NAME:

PROPOSED BUILDING ADDRESS:

conditions of the Lease are made subject to the continued appropriations by the appropriate Legislative Body

Ten Year Term

<u>Rate/RSF</u>	<u>Requested Proposal Rental Rates</u>	<u>Alternative Proposal Rental Rates</u>
Year 1		
Year 2		
Year 3		
Year 4		
Year 5		
Year 6		
Year 7		
Year 8		
Year 9		
Year 10		

3. Parking

(See RFP Section 1.2.3.)

Please include a description of the type of parking that is included in your Proposal by completing the chart set forth below. If costs associated with parking provided under this Lease are included in the rental rates set forth in RFP Attachment 6.3. Section B Paragraph 2 above then a zero (0) should be placed in the cost per space column provided; however, if the cost of parking is not included in the rental rate set forth in RFP Attachment 6.3. Section B Paragraph 2 above, then the proposed cost per space should be included in the chart below.

Type	Proposed No. of Spaces	Cost per Space (if not in rental rate set forth above)
Covered Reserved Spaces		
Covered Dedicated Handicap Spaces		
Surface Reserved Spaces		

PROPOSER LEGAL ENTITY NAME:

PROPOSED BUILDING ADDRESS:

Surface Unreserved Spaces		
Total		

4. Allowances:

- A. Tenant Improvement Allowance:** The State believes that it will require \$28.25 for tenant improvements ("Tenant Improvement Allowance") with Landlord's Delivery Requirements completed at the Landlord's cost and expense. Tenant requests the Landlord fund the Tenant Improvement Allowance as part of the rental quotation. Please list the Tenant Improvement Allowance that Landlord intends to provide in the table below.
- B. Variable Tenant Improvement Adjustment:** In the event the State elects to utilize either more or less than the requested Tenant Improvement Allowance, please describe the formula to be used to modify the quoted rental rate to accommodate such adjustment in the table below. Please also quote the limits of this possible adjustment, if any.
- C. Architectural:** Tenant shall cause the preparation of the architectural and mechanical, electrical and plumbing construction documents. Tenant requests the Landlord fund an allowance (Architectural Allowance) of \$2.50 per rentable square foot to cover this cost as part of the rental quotation. Please list the allowances Landlord intends to provide in the table below.
- D. Moving Allowance:** Tenant requests that the Landlord fund as a part of the rental quotation an allowance of \$0.75 per rentable square foot to cover all move related costs (the "Moving Allowance"). Please list the allowance Landlord intends to provide in the table below.

PROPOSER LEGAL ENTITY NAME:

PROPOSED BUILDING ADDRESS:

<u>Allowance Category</u>	Amount of Allowance if Lease has a 10 Year Term
Tenant Improvement Allowance	
Variable Tenant Improvement Allowance Formula	
Architectural	
Moving Allowance	

EVALUATION COST AMOUNT:

The RFP Coordinator will use this amount and the formula below to calculate the Cost Proposal Score. Numbers rounded to two (2) places to the right of the decimal point will be standard for calculations.

lowest evaluation cost amount from all proposals

evaluation cost amount being evaluated

**x RFP § 5.1.
NUMBER
(maximum section
score)**

**=
SCORE:**

State Use – RFP Coordinator Signature, Printed Name & Date: